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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service   DATE: 2 August 1952

FROM : Chief, Building Maintenance & Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of July, 1952.

Volume:

1. Requests for services processed during month of July
   - A. New Requests by memorandum or requisition 315
   - B. On hand prior to July 55

     Total 370
   - C. Written orders placed with GSA 239
   - D. Number on hand no action as of 31 July 44
   - E. On hand 60 days or more and not yet submitted to G.S.A. (Copies attached hereto) 1

2. Funds obligated (This section submitted January, April, July or October)
   - A. Third Quarter Encumberances
     1. Routine alterations, painting, repairs $18,300
     2. Special Projects
        - a. Renovations (6615) $87,310.40
        - b. Renovations (Other) 1,015.00

          Total $88,325.40
     3. Protective Services (GSA Guards)
        - a. 159 reimbursable posts 90,196.00
        - b. 34 non-reimbursable posts
     4. Laborers and Trucks (From GSA) 5,334.00

     Total Funds Obligated $95,530.00

3. Sums paid to GSA during July against orders encumbered in second quarter.
   1. Alterations and installations $18,910.93
   2. Guards 74,928.67
   3. Laborers and Trucks 17,583.15
   4. Elevator Service 71.10
   5. Fireman-Laborers 1,793.81
   6. National Security Council 13.55

   .... $113,301.21

4. Work Load Status
   - A. Number of Requests on which orders have been placed but work has not been completed.
30 days old	112
60 days old	95
90 days old	72
120 days old	46
Total	325

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B. Orders submitted to GSA non-reimbursable

In writing	14	
Verbal	500	
	514	

C. Inter-office memorandums   47
     Inter-agency letters   12

D. Space moves during July   22
     Total personnel moved   97
     Man hours by GSA Laborers   768
     Estimated cost $1,480

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Attachments

Note: Ref. to Item 1, E. Request written on this order 4 August.